

CURRENT  
ARGONNE SITE OFFICE STANDARD OPERATING PROCEDURES  
(ASO SOPs)

| <u>PROCEDURE #</u> | <u>PROCEDURE TITLE/DATE</u>  | <u>PROCEDURE DEVELOPER</u> |
|--------------------|--|----------------------------|
| ASO SOP-1          | Standard Operating Procedure (SOP) System (Rev. 1.b) – <b>February 2005</b>  | K. Panek                   |
| ASO SOP-2          | Implementation of/and Compliance with National Environmental Policy Act (NEPA) (Rev. 6.b) – <b>February 2005</b>   | K. Chiu                    |
| ASO SOP-3          | Technology Transfer (Rev. 1.a) – <b>June 2004</b>  | R. Dalton                  |
| ASO SOP-4          | Occurrence Reporting and Processing (Rev. 9.a) – <b>March 2005</b>   | J. Houck                   |
| ASO SOP-5          | DOE/CH Directives Distribution and Implementation Program (Rev. 4) – <b>April 2003</b>   | J. Kasprowicz              |
| ASO SOP-6          | Emergency Management for Argonne National Laboratory-East (Rev. 2.a) – <b>June 2005</b>  | K. Panek                   |
| ASO SOP-7          | Authorization Agreement, Authorization Basis Document and Safety Analysis Report (SAR) Review (Rev. 3.a) – <b>February 2005</b>  | S. Ludwig                  |
| ASO SOP-8          | Processing Contract Modifications to Argonne National Laboratory (ANL) (Rev. 4.a) – <b>March 2005</b>  | R. Simpson                 |
| ASO SOP-9          | Operational Readiness Reviews (ORR) and Readiness Assessments (RA) and for the Authorization of Startup and Restart of Nuclear Facilities – (Rev. 1) – <b>April 2002</b> | J. Houck                   |
| ASO SOP-10         | DOE-CH Construction and Service Contractor Safety – <b>January 2000</b>  | P. Neeson                  |
| ASO SOP-13         | Environment, Safety and Health/Quality Assurance (ESH/QA) Functional Area Reviews and Focused Reviews (Rev. 3.a) – <b>February 2005</b>                                  | K. Panek                   |
| ASO SOP-14         | Davis Bacon Determinations (Rev. 1.a) – <b>January 2005</b>  | R. Simpson                 |
| ASO SOP-15         | Review/Approval of Accelerator Safety Documentation; Accelerator Readiness Reviews (Rev. 1.b) – <b>February 2005</b>   | P. Washburn                |

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|---|---|--------------|
| ASO SOP-16  | Stop Work and Shutdown of Facilities for Safety or Environmental Reasons (Rev. 3.b) – <b>February 2005</b>  | S. Ludwig    |
| ASO SOP-18  | Baseline Change Control – <b>August 2000</b>  | F. Gorup     |
| ASO SOP-19  | Project Baseline Approval – <b>August 2000</b>  | F. Gorup     |
| ASO SOP-20  | Measuring Project Performance Against Project Baselines – <b>August 2000</b>  | F. Gorup     |
| ASO SOP-21  | Price Anderson Amendments Act (PAAA) Coordination (Rev. 1.a) – <b>February 2005</b>   | S. Ludwig    |
| ASO SOP-22<br>ASO SOP-22A<br>ASO SOP-22B<br>ASO SOP-22C | Implementation of the Contractor Performance-Based Management Process (Rev. 1.b) – <b>March 2005</b><br>Development of PMs and SAMS<br>Execution of the Performance Assessment Plan<br>Final Evaluation & Reporting | J. York      |
| ASO SOP-24  | Reimbursable Work for the Department of Homeland Security – <b>June 2004</b>  | R. Dalton    |
| ASO SOP-25  | Foreign Travel Management Systems (FTMS) – (Rev. 3.a) <b>January 2005</b>   | R. Simpson   |
| ASO SOP-26  | Facility Representative (FR) Program (Rev. 12.a) – <b>March 2005</b>  | P. Neeson    |
| ASO SOP-28  | Work for Others (Non DOE Funded Work) (Rev. 2.b) – <b>February 2005</b>   | R. Dalton    |
| ASO SOP-30  | Safe Handling, Transfer, Use, and Receipt of Biological Etiologic Agents and Toxins at Argonne National Laboratory (ANL) – (Rev. 1.a) <b>February 2005</b>  | E. Turnquest |

RETIRED  
ARGONNE AREA OFFICE STANDARD OPERATING PROCEDURES  
(AAO SOPs)

| <u>FORMER<br/>PROCEDURE #</u> | <u>FORMER PROCEDURE TITLE</u>  |
|-------------------------------|--|
| ARG SOP-1                     | Design Reviews of Construction Projects (Below Major Project Status) - <b>August 1994</b>  |
| AAO SOP-3                     | Facility Inspection Program (Rev. 2)   |
| ARG SOP-6                     | Davis Bacon Determination (Rev. 1) - <b>September 1993</b>   |
| ASO SOP-6<br>West             | Emergency Management for Argonne National Laboratory-<br>West- <b>December 2002</b>  |
| ARG SOP-7                     | Construction Directives (Rev. 1) - <b>September 1993</b>   |
| ARG SOP-9                     | Reimbursement Authorization Procedures (RA) to ANL Contract<br>(Rev. 1) - <b>September 1993</b>  |
| AAO SOP-10                    | Processing Military Interdepartmental Purchase Requests<br>(MIPR) and Interagency Agreements (IAG) (Rev. 0)  |
| ARG SOP-10<br>(J. Hooper)     | Annual Summary Performance Appraisal of the University of<br>Chicago (UC) and the Argonne National Laboratory (ANL) –<br><b>September 1995</b>                 |
| ARG SOP-11                    | Standard Operating Procedure (SOP) System (Rev. 2) -<br><b>September 1997-- Has now become SOP 1</b>   |
| ASO SOP-11                    | Complaint Process for the Argonne Site Office – <b>February 2003</b>   |
| AAO SOP-12                    | Environment, Safety and Health (ESH) Appraisal Agreement<br>and Commitment Tracking Program  |
| ARG SOP-12<br>(J. Hooper)     | Appraisal Management System - <b>March 1995</b>  |
| ASO SOP-12                    | Environment, Safety and Health & Infrastructure (ESH&I)<br>Management Plan Review and Approval Process – <b>January<br/>2003</b>                               |
| AAO SOP-13                    | Follow-Up/Verification of ANL-E Tiger Team Assessment<br>Findings (Rev. 4) - <b>September 1993</b>   |
| AAO SOP-14                    | AAO Activities in Response to Argonne Illinois Site (AIS) Tiger<br>Team Assessment Findings (Rev. 1)   |
| AAO SOP-17                    | Human Resources Correspondence Involving Argonne<br>National Laboratory Contract W-31-109-ENG-38   |
| AAO SOP-18                    | Summary of Procedure to Provide DOE with Input from<br>University of Chicago (U of C) Review Committees for Use in<br>Appraisal of Argonne National Laboratory |
| ARG SOP-19<br>(S. Martinez)   | Freedom of Information Act (FOIA) Schedule   |

RETIRE  
ARGONNE AREA OFFICE STANDARD OPERATING PROCEDURES  
(AAO SOPs)

|                              |   |
|------------------------------|---|
| AAO SOP-20                   | Implementation of DOE Order 5700.7B "Work Authorization System" DOE Funded Work   |
| AAO SOP-21                   | Service Contract Request to Department of Labor   |
| ARG SOP-22                   | Argonne Area Office – Correspondence Tracking System – <b>February 1989</b>   |
| AAO SOP-23                   | DOE Approval of Procedures for Processing of ANL Work-For-Others (WFO) Proposals and Memorandum Purchase Orders (MPO)     |
| ARG SOP-24                   | Construction Safety Oversight Program (Rev. 1) – <b>September 1993</b>  |
| ARG SOP-27<br>(E. Turnquest) | ASO Emergency Management Information System (EMIS) Phone (Rev. 1) - <b>July 1995</b>                                      |
| AAO SOP-29<br>(C. Schumann)  | ANL Environment, Safety and Health Manual Review (Rev. 2) - <b>January 2001</b>   |
| ASO SOP-29<br>(C. Schumann)  | ASO Review of Argonne National Laboratory (ANL) Environment, Safety and Health (ESH) Manual (Rev. 3.a) – <b>June 2004</b> |
| ARG SOP-30                   | General Plant Projects Program - <b>May 1994</b>  |
| ARG SOP-31                   | Maintenance Management Program - <b>July 1994</b>   |
| ARG SOP-32                   | In House Energy Management (IHEM) Program - <b>May 1994</b>   |